



September 11, 2013

Item No. 7

**AUTHORIZATION TO ENTER INTO A CONTRACT WITH THE HABITAT COMPANY LLC TO  
PROVIDE GRANT MANAGEMENT SERVICES**

**To the Honorable Board of Commissioners:**

**RECOMMENDATION**

It is recommended that the Board of Commissioners authorize the Chief Executive Officer (CEO) or his designee to enter into a contract with The Habitat Company LLC (Habitat) to provide grant management services in an amount not to exceed \$482,000 for the base term of two years and including the two one-year option periods.

The Interim Executive Vice President (EVP) of Development, the Office of the General Counsel and the Department of Procurement and Contracts have completed all necessary due diligence to support the submission of this initiative and recommend the approval of this item accordingly.

**CORPORATE GOAL**

The proposed program supports CHA's corporate goal to reimagine the final phase of the Plan for Transformation, coordinating public and private investments to develop healthy, vibrant communities.

**FUNDING:** CHA HOPE VI and General Funds

**SOLICITATION SUMMARY**

**Vendor:**

The Habitat Company LLC  
350 W. Hubbard, Suite 500  
Chicago, Illinois 60654

**Contract Type:** Professional Services  
**Total Contract Amount:** Not to exceed \$482,000  
**Contract Term:** Two (2) year base term plus two (2) one (1) year option periods

**Base Contract Amount:** Not to exceed \$326,000  
**Base Contract Period:** October 1, 2013 through September 30, 2015

**Option Year 1 Contract Amount:** Not to exceed \$96,000  
**Option Year 1 Contract Period:** October 1, 2015 through September 30, 2016

**Option Year 2 Contract Amount:** Not to exceed \$60,000  
**Option Year 2 Contract Period:** October 1, 2016 through September 30, 2017

**M/W/DBE Participation:** Not feasible

**Section 3:** Not feasible

**GENERAL BACKGROUND**

During most of the past 25 years, Habitat managed eight of CHA's HOPE VI and several other development grants for new mixed-income or Scattered Site Housing, including all fund disbursements, HUD reporting, audit management, and HUD grant program closeouts. In this capacity, Habitat managed all of the processing on several HOPE VI grants and other redevelopment programs that, in total, are approximately 95% disbursed. Habitat is currently under a four-month contract with CHA ending September 30, 2013 that provides a continuation of these services.

Under the proposed contract, Habitat will maintain continuity for the management of the following grants: Robert Taylor Homes B, Madden/Wells/Darrow, Cabrini Green, Robert Taylor Homes A, Rockwell Gardens, ABLA Homes, and for the Lakefront Properties. The ongoing management activities include monthly, quarterly, and annual reports to CHA and HUD; review of predevelopment and construction draws; funds disbursement; eLOCCS management with HUD; audit preparation; and grant closeout. The agreement will be in an amount not to exceed \$482,000 for the base term of two years, from October 1, 2013 through September 30, 2015, and including the two subsequent one-year option periods.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The Interim EVP of Development concurs with the recommendation to enter into a contract with The Habitat Company LLC to provide grant management services.

The CEO/President recommends the approval to enter into a contract with The Habitat Company LLC to provide grant management services in an amount not to exceed \$482,000 for the base term of two years and including the two one-year option periods.

**RESOLUTION NO. 2013-CHA-76**

**WHEREAS,** the Board of Commissioners has reviewed the Board Letter dated September 11, 2013 entitled "AUTHORIZATION TO ENTER INTO A CONTRACT WITH THE HABITAT COMPANY LLC TO PROVIDE GRANT MANAGEMENT SERVICES";

**THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY**

**THAT** the Board of Commissioners authorizes the Chief Executive Officer or his designee to enter into a contract with The Habitat Company LLC to provide grant management services in an amount not to exceed \$482,000 for the base term of two years and including the two one-year option periods.



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